

Greenham and Crookham Commons Commission

Privacy Policy

This is the Privacy Policy for the Greenham and Crookham Commons Commission, referred to within this document as the Commission. The Commission is the Data Controller and can be contacted at:

Paul Hendry
Countryside Manager
Transport and Countryside West Berkshire Council Market
Street Newbury RG14 5LD
(01635) 519858 | Ext 2858 | paul.hendry@westberks.gov.uk

The Commission is a not for profit body appointed under *The Greenham and Crookham Commons Act 2002*, and consists of appointed representatives from bodies with an interest in the Commons, and elected Commoners. As a body appointed by law, its lawful purposes in processing personal data are defined by its role as set out in the Act.

Personal data collected by the Commission consists of:

Personal data (names, addresses and other contact information) of the Commissioners, and the advisors to the Commission.

Personal data (names and addresses, and other contact information) of the Greenham and Crookham Common Commoners. This information may also be available on a Public Register.

Personal data (names, addresses and other contact information) of enquirers contacting the Commission.

Personal data (names, addresses and other contact details), and financial data of occasional suppliers providing services to the Commission.

Personal data (names, addresses and other contact details) and financial data of occasional hirers wishing to use the Commons for events etc.

Personal data (names, addresses and other contact details) of volunteers providing services to the Commission.

This data is supplied by consent and/or under legal requirements.

The personal data will be processed for the following purposes:

To administer the meetings of the Commissioners and the Advisers, provide minutes, agendas and other papers, and ensure access to a forum for discussion of the business of the Commission. To facilitate face to face and online meetings.

To provide information, advice and guidance to the Commoners as required, and ensure that details of the Commoners are accurate and up to date.

To respond to enquiries and other correspondence from the Commoners and the public as and when required.

To administer services provided by suppliers or volunteers as and when required.

To administer the provision of hiring arrangements for use of the Commons for events.

This data will be collected from the individuals concerned, and with their consent, except in the case of the Commoners Register, where the Register may be administered by West Berkshire Council, and collection of the personal data is required under an enactment.

Personal data supplied to the Commission will be shared:

Between Commissioners and Advisers to facilitate administration of meetings and discussion of relevant Commission issues.

Between Commissioners and Advisers where required to respond to enquiries and other correspondence.

Between Commissioners and Advisers where required to administer services from suppliers.

Between Commissioners and Advisers where required to agree hiring arrangements for use of the Commons.

Names of the Commissioners and Advisers, and the organisations they represent will be public information and will be provided on a public facing website.

The Commoners details (specifically the property addresses and the Commoners rights pertaining to these) form part of a Public Register and will be available to the public for consultation. The property details and rights pertaining to these may be published on the Commission website for information.

Personal data will be protected by appropriate electronic and hard copy security, and will only be retained and used for the purposes for which it was

collected. It will not be retained for longer than is necessary for the business of the Commission.

Personal data will not be used or passed on for marketing purposes.

Personal rights

Individuals have the right to ask for access to the personal data the Commission holds, the right to have this rectified or erased, the right to restrict processing and to object to processing. The Commission does not engage in automated decision making, and rights under data portability do not apply. Individuals also have the right to withdraw consent to processing of their personal data, and may ask for erasure of the personal data held by the Commission. Exclusions may apply to these rights.

Individuals may ask for access to their personal data held by the Commission. They should contact the Commission via the details given in this notice, clarifying which Commissioners they have contacted and what information they wish to receive. The Commission has a month to respond, and will acknowledge all requests.

Individuals have a right to complain to the Commissions, and in the event that they remain dissatisfied, to a supervisory authority, about the processing of their personal data. In the event that an individual wishes to exercise any of the above legal rights they should start by contacting the Commission at the address given above.

Susan Ellis
DPO
January 2020